

Superior Court of California
County of San Bernardino
Employment Opportunity



Court Account Clerk II

\$3,035 - \$3,872 approximate monthly

Application deadline: 4:30 p.m., Monday, May 19, 2008

Announcement # 08-018

The list resulting from this recruitment will be used to fill a current vacancy in the San Bernardino Fiscal Office and future vacancies as they occur throughout the Court. Incumbents may be assigned to any Court District within the County.

The Court Account Clerk II performs complex clerical accounting work in revenue processing, accounts receivable, accounts payable, purchasing and is an advanced working level class. This position will assist in the performance of data entry, account analysis, account reconciliations and preparation of financial reporting.

Typical duties of Court Account Clerk II include, but are not limited to:

- Inputs requisitions, accounts payable/receivable data, queries, etc. into the Court accounting system (SAP), or Case Management System.
- Prepares and generates a variety of monthly reports including bail, bank deposit acknowledgment, fund distribution, city settlements, grants and open encumbrances.
- Prepares and reviews monthly reconciliations including bail, trust, NSF, jury, grants, court reporter claims and imprest funds.
- Refunds and expenses jury fees; refunds filing fees and distributes trust deposits.
- Verifies collection service deposits and prepares voids from collection service invoice.
- Prepares requisition requests; obtains quotes and issues purchase orders, audits invoices and billings for accuracy and compliance.
- Performs related duties as assigned.

Requirements: Three years of financial record keeping experience that involved the maintenance of databases or spreadsheets or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience performing account analysis, cash handling or cashing is highly desirable.

How to Apply: Applicants must complete and submit a Superior Court application. Application materials can be obtained by phone at (909) 387-6894, by email at personnel@courts.sbcounty.gov, or on the internet at www.sbcounty.gov/courts. Faxed applications will not be accepted.

Examination: The examination will consist of a written and/or an oral examination. The written exam may cover the following areas: Balancing, Bookkeeping, Fiscal Concepts, Arithmetic and Interpersonal Relations. Qualifying candidates will be notified of the date of the examination approximately two weeks prior to testing.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

crp 4-28-08

Court Personnel Department
172 W. Third Street, 2nd Floor
San Bernardino, CA 92415-0302

24 Hour Job Information Hotline: (909) 387-9150
Phone: (909) 387-6894
Fax: (909) 387-6826
Email: personnel@courts.sbcounty.gov